

Stocks & Shares ISA

Transfer In request form



If you have any questions, please call our Client Services Team on

01382 573737

Section A – Instructions to Alliance Trust Savings

Please use this form if you wish to transfer either a Cash ISA or another Stocks & Shares ISA into an Alliance Trust Savings Stocks & Shares ISA.

If you do not already have an ISA Account you must complete an application form. If you require an application form, please contact our Client Services Team on 01382 573737 or contact@alliancetrust.co.uk and ask for an application pack, or download one from www.alliancetrustsavings.co.uk

This form should be read in conjunction with our Table of Charges. Please note that you will incur higher charges for postal dealing than online. If you have any questions, please call our Client Services Team on 01382 573737.

Please complete both sections A and B and return to Alliance Trust Savings Limited. Please complete in block capitals and black ink.

1 Transfer details

If you do not already have a Stocks & Shares ISA you must complete an application form. If you require an application form please contact our Client Services team on 01382 573737 or download one from www.alliancetrustsavings.co.uk

If you are already an Alliance Trust Savings Stocks & Shares ISA client please provide your Account Reference Number

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Please accept the transfer of the following ISA to be held in an Alliance Trust Savings Stocks & Shares ISA.

Name of the ISA manager of the ISA you are transferring to Alliance Trust Savings

2 Investment instructions

If you have not decided which investments you would like to make, you may leave this section blank. We will place your cash on deposit when it is received from the other manager and until we receive instructions from you.

Please note that any instructions given in this section will be charged at our postal dealing rate (see your Table of Charges).

You will find information on available investments at www.alliancetrustsavings.co.uk or you can call our Client Services team on 01382 573737 to request a list of available investments.

Investment ¹		Amount or percentage of cash	Income options ²	
Name (inc.class)	MEX code		Name (inc.class)	MEX code
Total		£	%	

I wish to have income paid to me from some or all of the above investments. Please send me the appropriate form to set this up if not already in place. (Please tick)

Continued overleaf

Alliance Trust Savings

PO Box 164, 8 West Marketgait, Dundee DD1 9YP T +44 (0)1382 321000 F +44 (0)1382 321183

E contact@alliancetrust.co.uk www.alliancetrustsavings.co.uk

2 Investment instructions (continued)

1 Investment

Enter the full name and class of each investment you wish to make. This is important as there may be different classes available.

Please also quote the MEX code which you can find in the Investment Choice booklet, which is available within the Forms & Documents section at www.alliancetrustsavings.co.uk.

To allocate your cash to your Deposit Account or Online Dealing Account, enter 'deposit' or 'online'.

2 Income options

Any income received from each investment will automatically be used to purchase more of the same investment when your Minimum Purchase Level (see below) is reached, or you may, if you wish to:

Minimum Purchase Levels

When cash in your Security Account reaches the Minimum Purchase Level, we will automatically purchase more of the same investments for you. The default level is £100 but if you wish to select a different amount please tick below. The level you select will apply to all investments in your Stocks & Shares ISA. You can change the levels at any time by completing a Stocks & Shares ISA Instruction form.

£150 £300 £500

Purchasing Funds

If you wish to invest in a fund (an OEIC, ETF or unit trust) you must confirm that you have read the relevant Key Investor Information Document (KIID) and that you are not a US person. Please tick both boxes below.

I confirm that I have read the Key Investor Information Document (KIID). (This is available on our Investment Selector/Research tool or via the fund provider directly).

and

I am not a US person.

3 Fund Conversion - applicable to holders of retail share class funds only

Alliance Trust Savings will automatically convert retail share classes to new clean share class equivalents where the net Annual Management Charge (AMC) is equal or lower. If the net AMC is higher, we will proceed with the conversion to the clean share class equivalent unless you indicate below that you do not wish this to happen. A small proportion of funds do not have a clean share class equivalent. In this instance you will remain within the retail share class and receive 100% of any rebate payment that might be received from the fund manager.

I do not wish to convert to the clean share class equivalent if the net AMC is higher (Please tick)

4 Declaration by Alliance Trust Savings

We declare to you that:

- The declarations made to you at the time of your application for a Stocks & Shares ISA remain true and valid
- If we accept the transfers from the transferring ISA Manager, we will apply the transferred assets to your Stocks & Shares ISA as instructed by you in this Transfer In request form to be held under the terms of that Stocks & Shares ISA
- Your Stocks & Shares ISA and your rights under it will be governed by the details on your application as accepted by us, and by our Terms and Conditions and documents referred to in it (the 'Governing Document') as amended by us from time to time

5 Declaration to Alliance Trust Savings and Signature

- I declare that the declarations made to you in my application for my Stocks & Shares ISA are still true and apply to the transfer described in this Transfer In request
- I authorise you to create additional Accounts for me as appropriate for the delivery of Services or receiving payments using the details contained in my application, as updated by me as appropriate
- I acknowledge that there may be circumstances in which my requested transfer cannot proceed, in which case I withdraw my request and agree that the assets to be transferred will remain with my current ISA manager
- By completing this transfer in request, I instruct you to hold the transferred assets in my Stocks & Shares ISA Account with you

It is a serious offence to make any false statements and to do so can lead to prosecution.

Signature

Date

DD MM YYYY

6 ISA Statement

Please ensure you enclose a recent statement for the ISA you are transferring. Please tick to confirm you have enclosed a statement.

Please now complete Section B.

Stocks & Shares ISA

Transfer In request form

Section B – Instructions to the manager of the ISA you are transferring

Section A has been retained by Alliance Trust Savings

Please complete in block capitals and black ink and return to Alliance Trust Savings Limited.

1 Instructions to the ISA manager of the ISA you are transferring to Alliance Trust Savings

To: (ISA Manager)		From: (client)	
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>	Address	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Daytime phone number	<input type="text"/>		

2 Transfer details

I wish to transfer the following ISA to Alliance Trust Savings Limited (HM Revenue & Customs reference Z1155)

ISA Account number	<input type="text"/>	ISA type (Please tick)	Cash ISA (Go to section 3) <input type="checkbox"/>	Stocks & Shares ISA (Go to section 4) <input type="checkbox"/>
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Are you transferring cash/assets purchased with subscriptions made in the current tax year? (Please tick) Yes No Any subscriptions you have made this tax year must be transferred in full.

3 Transferring a Cash ISA

Please complete this section if you are transferring a Cash ISA to Alliance Trust Savings Limited.

I wish to transfer my Cash ISA in (Please tick) Full OR Part If you are transferring only part of your Cash ISA please enter the amount to be transferred £

Please sign and date section 5

If you are unable to carry out my instructions as detailed above:

Sell investments and transfer as cash
(Please tick)

OR

Return this instruction to Alliance Trust Savings
(Please tick)

Please sign and date section 5

4(b) Transfer only part of my ISA

Please indicate how you wish to transfer your Stocks & Shares ISA to Alliance Trust Savings by ticking one of the boxes below.

Cash only (Please tick)

Amount to be transferred

(This is the approximate value and will depend on share prices at the time of sale).

£

Please list the investments you wish to sell in order to raise the cash.

Investments to be sold	Please write number of shares or 'all' if you wish to sell your total holding

Please sign and date section 5

Investments and Cash

(Please tick)

Amount of cash to be transferred (if any)

£

Please now complete the table below.

Please transfer the following investments and refer to the letter from Alliance Trust Savings for registration details for the investments to be transferred.

Investments to be transferred	Please write number of shares or 'all' if you wish to transfer your total holding

If you are unable to carry out my instructions as detailed above:

Transfer in cash (Please tick)

OR

Return this instruction to Alliance Trust Savings (Please tick)

Please sign and date Section 5

5 Signature

Signature

Date

DD	MM	YYYY
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Instructions to current ISA manager

Please:

1. Write to Alliance Trust Savings and myself informing us that you have received these instructions and are processing them.
2. Supply Alliance Trust Savings with any information they require about my ISA and comply with instructions given to you by Alliance Trust Savings regarding this transfer.
3. Send a closing statement of my ISA to Alliance Trust Savings and myself.

Important information

Your current manager may impose exit charges and other costs associated with the transfer and you should assess the total charges you would incur prior to instructing any transfer. Some managers may only allow you to transfer your ISA in the form of cash and you should ascertain whether this would apply, as you may suffer losses as a result of buying back the investments sold.

Before instructing any transfer, you should examine all costs associated with the operation of your ISA. Certain elements of our products may be priced differently to those of your current ISA manager.

Transfers between managers may take several weeks to complete and you may be unable to deal for a period while the transfer is pending. You should be aware that there is potential for a loss of income or growth following changes in market conditions while the transfer is being completed.

Alliance Trust Savings

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